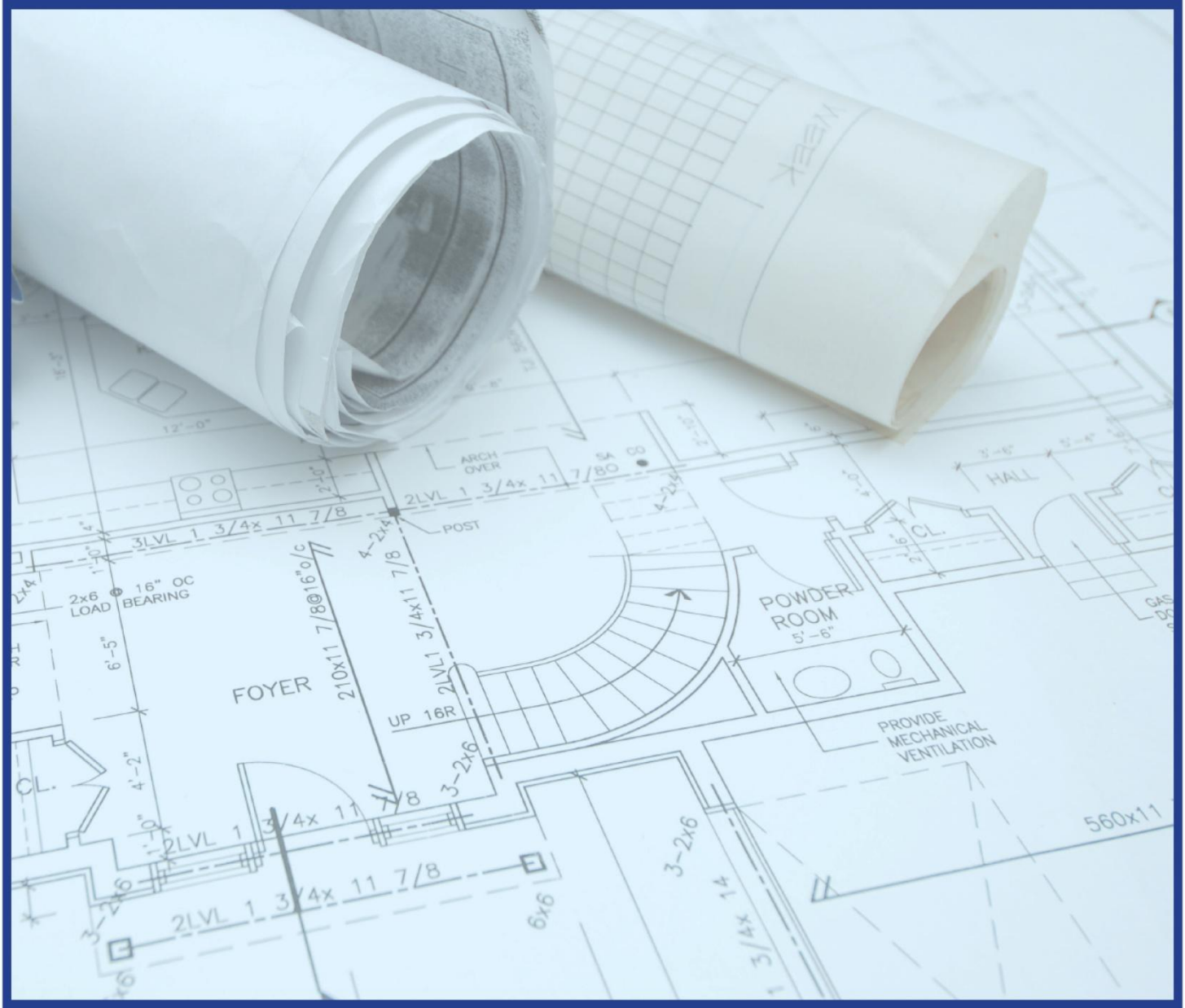
SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

Electronic PLAN REVIEW



eCorrections Applicant User Guide

Seminole County Growth Management Department

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eCorrections Package

During the ePlan Review cycle, corrections may be requested by Seminole County Plan Reviewers. It is your responsibility to review the comments, plan markups and check list items and make the appropriate corrections. You will receive an e-mail notification from the Review Coordinator requesting corrected/revised documents or plans.

Your eCorrections Package will consist of:

- eForm containing review status of each technical reviewer.
- Changemark(s) with markup(s) on the plan drawing file.
- eCorrections Report, which is a summary of all changemarks and can be copied to a Word Document yourself directly from the plan markup window.

Markups and Changemarks:

- Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have one or more changemarks. Changemarks are created to quickly identify a markup and associated comments.
- Each agency changemark will be numbered starting from 01 for each sheet/file.

Markup Name and Color Standards for Planning & Development

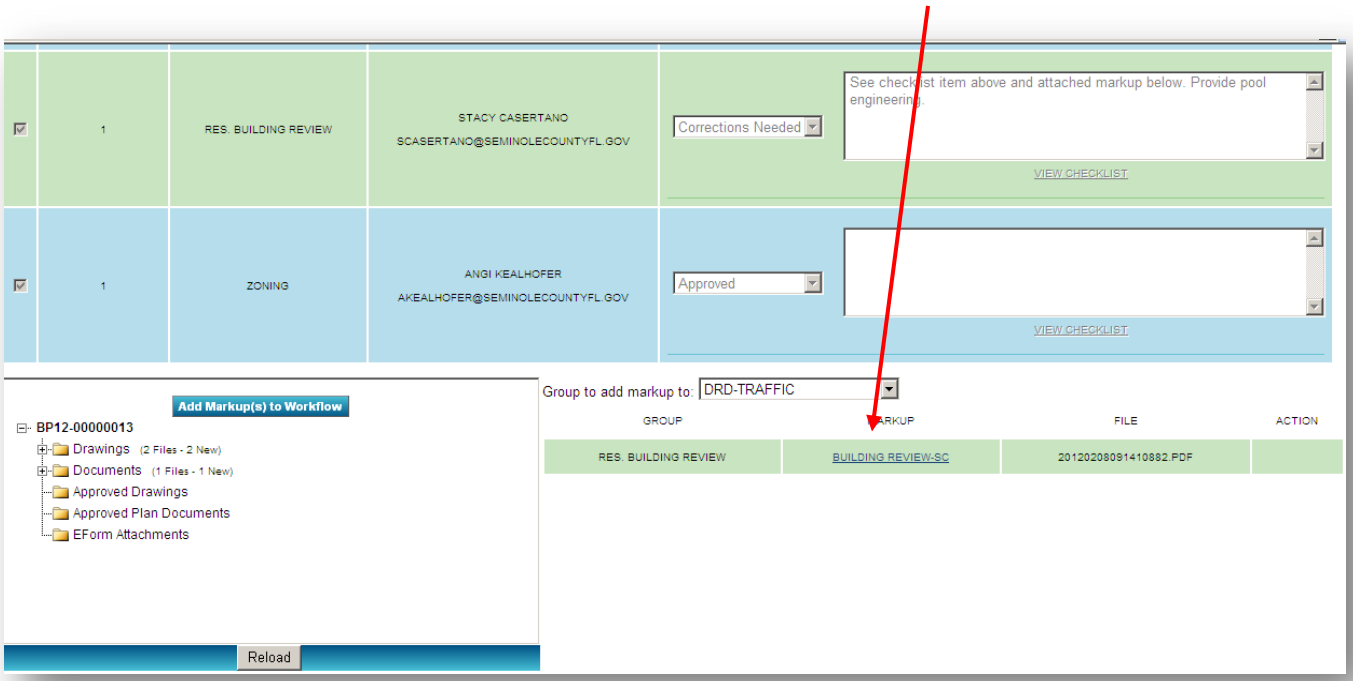
REVIEW AGENCY	MARKUP NAME	CHANGEMARK TITLE	MARKUP COLOR
Building Division	BLDG	BLDG 01-Issue Name	**Orange**
Environmental Services	ENV	ENV 01-Issue Name	**Brown**
Health Department	HEALTH	HEALTH 01-Issue Name	**Yellow**
Impact Analysis	IMPT	IMPT 01-Issue Name	**Light Blue**
Natural Resources	NAT	NAT 01-Issue Name	**Green**
Project Manager	PM	PM 01-Issue Name	**Light Green**
Public Safety - Fire	FIRE	FIRE 01-Issue Name	**Red**
Public Safety - Addressing	ADDR	ADDR 01-Issue Name	**Pink**
Public Works - Engineering	ENG	ENG 01-Issue Name	**Purple**
Telecommunications	TELE	TELE 01-Issue Name	**Gray**
Utilities	UTIL	UTIL 01-Issue Name	**Blue**

Markup Name and Color Standards for Building Permits

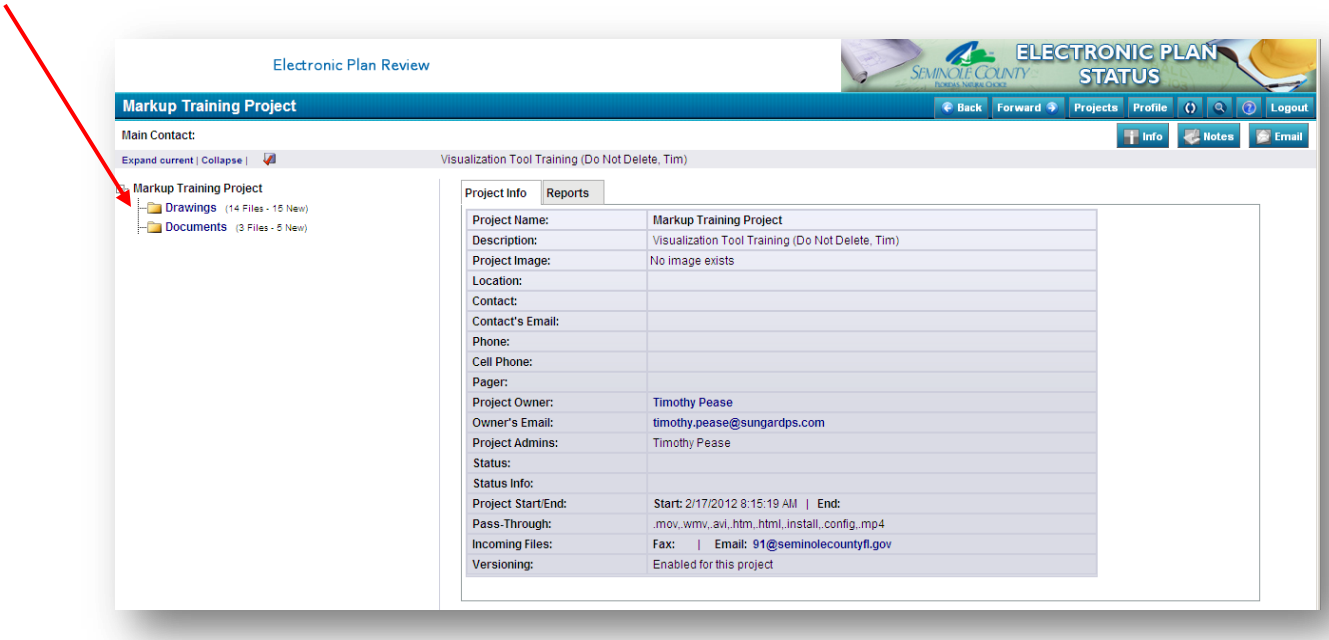
REVIEW AGENCY	MARKUP NAME	CHANGEMARK TITLE	MARKUP COLOR
Arbor	ARBOR	ARBOR 01-Issue Name	Green
Building	BLDG	BLDG 01-Issue Name	Orange
Electrical	ELEC	ELEC 01-Issue Name	Yellow
Fire	FIRE	FIRE 01-Issue Name	Red
Flood Prone	FLOOD	FLOOD 01-Issue Name	Blue
Fuel Tanks	TANKS	FUEL 01-Issue Name	Gray
Graphics-Address	ADDR	ADDR 01-Issue Name	Pink
Mechanical	MECH	MECH 01-Issue Name	Blue
Plumbing	PLBG	PLBG 01-Issue Name	Light Brown
Product Approval	PA	PA 01-Issue Name	Dark Brown
P&D-Boat Dock	DOCK	DOCK 01-Issue Name	Light Green
P&D-Extended Review	PDEXT	PDEXT 01-Issue Name	Light Green
P&D-Impact Fees	IMPT	IMPT 01-Issue Name	Light Blue
P&D-Site Plan Review	PDSP	PDSP 01-Issue Name	Light Green
P&D-Zoning	PDZN	PDZN 01-Issue Name	Light Green
Signs-Zoning	SIGN	SIGN 01-Issue Name	Teal
Zoning	BDZN	BDZN 01-Issue Name	Purple

How to Open Files with Markups

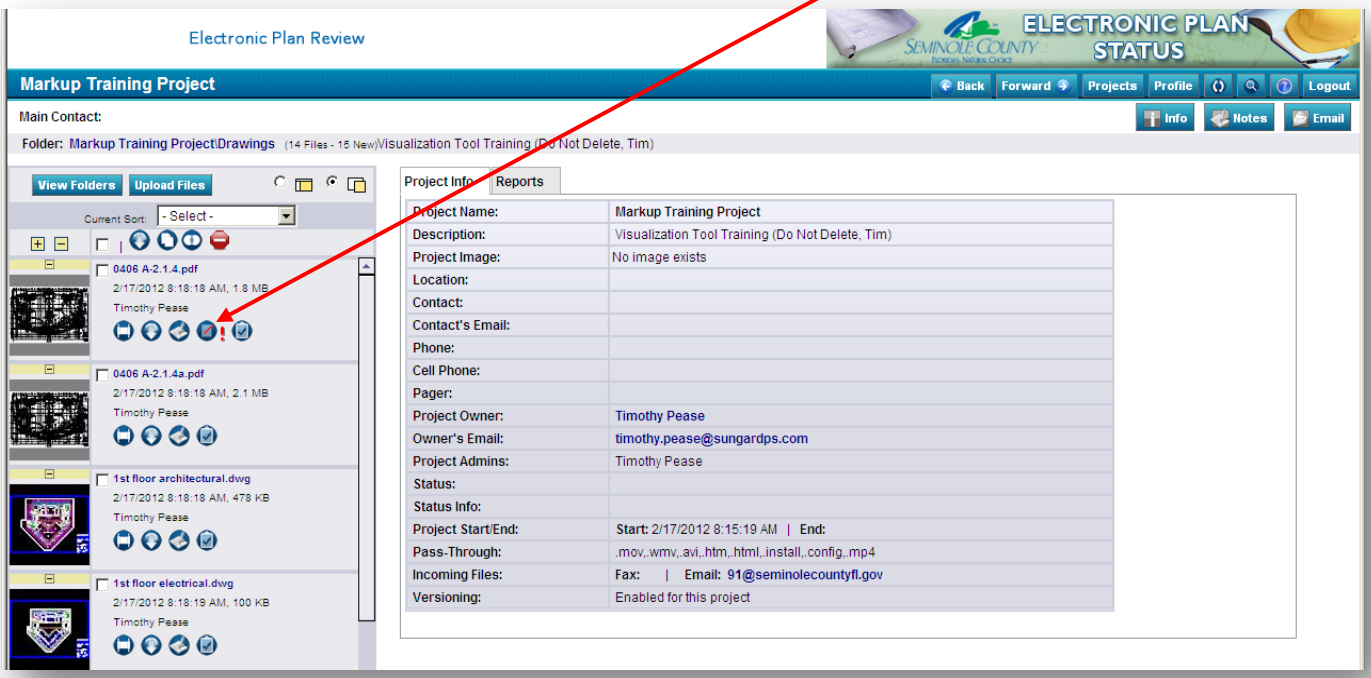
1. If you are in the "Applicant Resubmit" eForm, click the review link in the "markup" section to open the file that contains markups for your review and correction.



2. Another way to open the files is from the "Projects" page. After selecting the project you want to work with from the projects page, you must left click the appropriate folder to open and access the list of files in the folder.



3. If markups exist on the file a markup icon will be displayed.

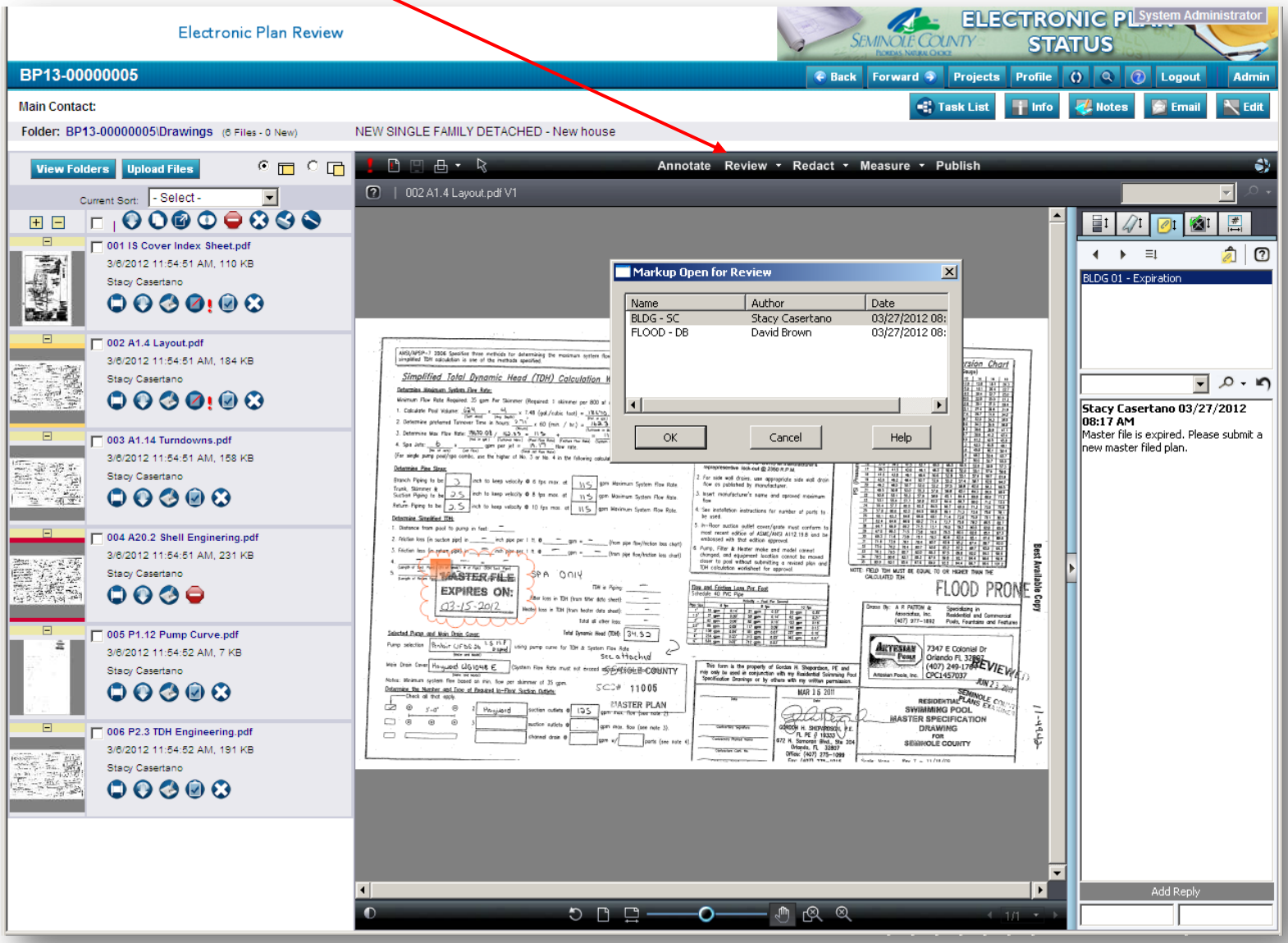
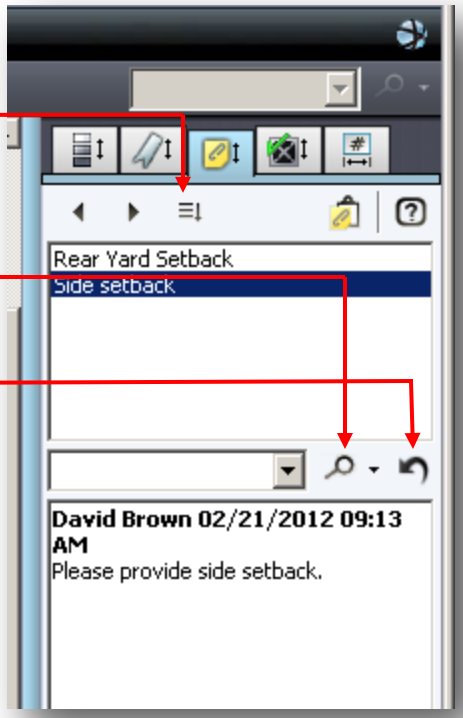
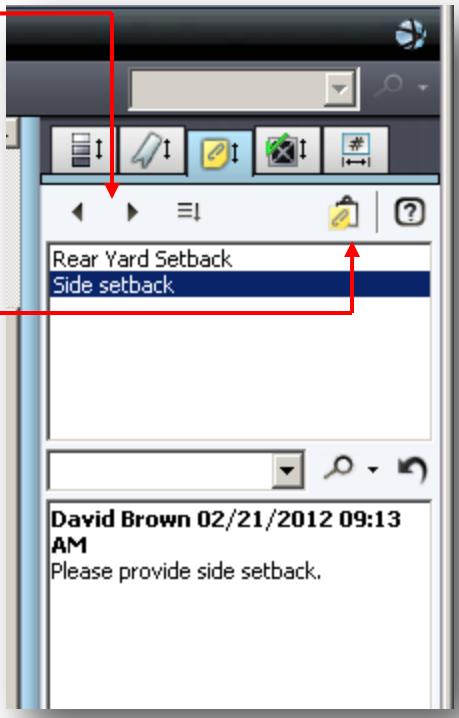


How to Open Existing Markups:

1. Click the markups icon to open the list of markups attached to the file.

2. To view the markups on the file, click the “View” box beside the markup name(s) and then click the “View/Edit” button.

3. Click “Review” and markups open for review will appear.



4. Existing changemarks can be sorted by title, author, date, type, state, or position by selecting the appropriate sorting order from the drop down list. Position sorts the changemarks notes in the order that they appear in the document pages.
5. You can search and filter Changemarks notes by content and/or title by entering a word or phrase in the search text box. (Click Show All to return all changemarks notes to the list.)
6. Click on a resulting changemarks note that you wish to view. The original changemarks text displays in the panel's lower frame, including any discussion replies that have been added. The current type and state of the changemarks note are displayed at the bottom of the panel.
7. You can progress sequentially through the changemarks notes by using the **Next** and **Previous** arrow buttons .
8. The changemarks entities appear at the same magnification level the author created them.
9. You can extract information from one or all changemarks notes contained in a document through the copy changemarks dialog. Click to access this dialog, then open another program such as Microsoft Word and paste the information into the blank document.
10. You can launch any hyperlinks present in the changemarks panel, which will launch the specified URL in a separate browser window.